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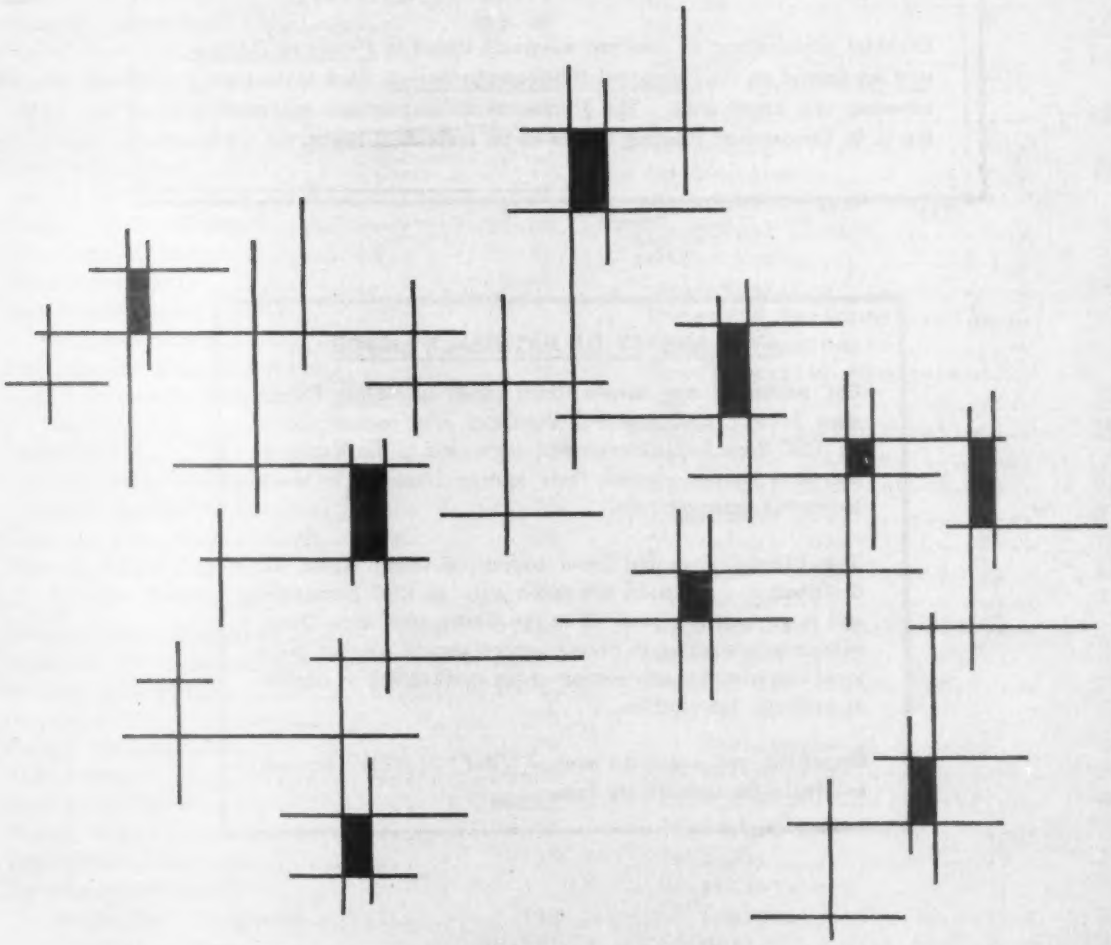
Personnel Literature



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ABSENTEEISM

5-1

Behrend, Hilde.

A new approach to the analysis of absences from work. Industrial relations journal, 5:4-21, Winter 1974-75.

Descriptors: *Absenteeism rates / *Blue collar workers--Characteristics / Research.

ASSESSMENT CENTERS

5-2

Anundsen, Kristin.

An assessment center at work. Personnel, 52:29-36, March-April 1975.

Descriptors: *Assessment centers / *Executives--Evaluation / *Management development / Gino's, Inc.

5-3

Erickson, Clara.

Career expansion for managers. Journal of Navy civilian manpower management, p. 10-13, Spring 1975.

Descriptors: *Assessment centers / *U.S. Department of the Navy.

5-4

Steiner, Richard.

New use for assessment centers--training evaluation. Personnel journal, 54:236-237+, April 1975.

Descriptors: *Assessment centers / *Executives--Evaluation / *Training evaluation.

ATTITUDE SURVEYS

5-5

Communications study finds that employees want wage policy facts. Employee benefit plan review, p. 20, March 1975.

Use of the card-sort technique to "uncover a cross-section of employees' information needs and interests, the sources of company-related information, and the communications media employees preferred."

Descriptors: *Communication in personnel management / *Attitude surveys.

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Pritchett, Price.

Employee attitude surveys: a natural starting point for organization development. Personnel journal, 54:202-205, April 1975.

Descriptors: *Organization development / *Attitude surveys.

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U.S. Civil Service Commission.

The questionnaire survey technique. Prepared by Bureau of Personnel Management Evaluation. Washington, U.S. Govt. Print. Off., 1975. 57p. (Evaluation methods series no. 1)

At head of title: Personnel management evaluation.

Descriptors: *Attitude surveys / *Questionnaires / *Change, Organizational / *Organizational analysis / Personnel audit.

5-8

Williams, Lawrence K., John W. Seybolt and Craig C. Pinder.

On administering questionnaires in organizational settings. Personnel psychology, 28:93-103, Spring 1975.

Descriptors: *Questionnaires.

AUTOMATIC DATA PROCESSING--PERSONNEL

5-9
Scamell, Richard W. and Eddie W. Baugh.
Team approach to systems analysis. Journal of systems management, 26:32-35, April 1975.

Descriptors: *Teamwork / *Systems analysts.

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U.S. Bureau of Labor Statistics.
Computer manpower outlook. Washington, U.S. Govt. Print. Off., 1974. 60p. (Bulletin no. 1826)

Descriptors: *Automatic data processing personnel--Statistics / *Employment opportunities--Statistics.

5-11
Walton, Thomas F.
Data management: the perpetual stepchild. Government executive, 7:50+, March 1975.

Descriptors: *Automatic data processing personnel / *Electronic data processing departments--Management.

AWARDS

5-12
Wood, Marie R.
Honoring the best. Civil service journal, 15:25-27, January-March 1975.
Lists and pictures of 1974 award recipients.

Descriptors: *Awards / *Rockefeller Public Service Awards / *National Civil Service League Awards.

CAREER PLANNING

5-13
Brewer, Jack and others.
A new dimension in employee development: a system for career planning & guidance. Personnel journal, 54:228-231, April 1975.

Descriptors: *Career planning / *Career counseling / *Employee development / Middle age.

5-14 Tech. Rpts. ED-086-828
U.S. Office of Education.
Bibliography on career education. Prepared by Center for Adult, Vocational, Technical, and Manpower Education, Bureau of Occupational and Adult Education. Washington, Educational Resources Information Center, 1973. 100p.

Descriptors: *Career education--Bibliography / *Vocational counseling--Bibliography / Pilot projects / Curriculum guides / Teaching materials / Instructional programs / *Work experience--Bibliography / *Work-study programs--Bibliography / *On-the-job training--Bibliography.

CHANGE, ORGANIZATIONAL

5-15
Armenakis, Achilles A. and Hubert S. Feild.
Evaluation of organizational change using nonindependent criterion measures. Personnel psychology, 28:39-44, Spring 1975.

Descriptors: *Change, Organizational / *Productivity measurement.

CHANGE, ORGANIZATIONAL (Cont'd)

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Recent events and developments affecting salaried employees and professional workers; report prepared by the.... Geneva, 1974.
81p. (Report I)
At head of title: Advisory Committee on Salaried Employees and Professional Workers; seventh session, Geneva, 1974; first item on the agenda.

Descriptors: *Women--Employment--Statistics / *Office workers--Statistics / *Salesmen--Statistics / *Technological change / *Pay administration / *Health, Employee / *Professional employees--Statistics / *Working conditions / *Hours of work / *Productivity / *Flexible working hours / *Change, Organizational.

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Murrell, Kenneth L. and Peter B. Vaill.
[Organization development]; a bibliography of sources and applications. Washington, American Society for Training and Development, Organization Development Division, 1975. 70p.

Descriptors: *Organization development--Bibliography / *Change, Organizational--Bibliography.

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Pettigrew, Andrew M.
Towards a political theory of organizational intervention. Human relations, 28:191-208, April 1975.

Descriptors: *Change agents / *Intervention techniques / *Change, Organizational.

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American Bar Association.
Standards relating to the urban police function. Reprint ed. Chicago, 1974.
22p.
Published jointly with International Association of Chiefs of Police.

Descriptors: *Police administration / *Political activity / *Personnel administration / *Unions / *Law enforcement.

5-20 Ref. JS342 .M92m 1975

Municipal year book, 1975. Washington, International City Management Association, 1975. 421p.

Descriptors: *Police--Pay--Statistics / *Police--Statistics / *Fringe benefits--Cost--Statistics / *Firemen--Pay--Statistics / *Canada civil service--Statistics / *Payrolls / *Productivity / *Conflict of interest / *Associations, institutions, etc.,--Directories / *Hours of work--Statistics / *Municipal finance / *Municipal employees--Statistics / *City managers--Directories / *Executives--Characteristics / *Incentive awards / *Affirmative action plans / *Municipal government--Bibliography.

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National Civil Service League.
Annual report, 1973. Washington, 1973. 2p.
Title: Systems change: an NCSL challenge.

Descriptors: *National Civil Service League.

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Smith, Norman B. and Patricia Gebala.

Job security for public employees. Washington and Lee law review, 31:545-571, Winter 1974.

Table showing coverage of state civil service system laws affecting employees of states and their subdivisions, p. 567-571.

Descriptors: *Government employees / *Job security / *Patronage / State employees.

CIVIL SERVICE, FEDERAL

5-23

Henderson, David N.

"Hold your head high and be proud of your calling." Civil service journal, 15:18-20, January-March 1975.

Address delivered at ceremonies commemorating 92d anniversary of the Federal civil service.

Descriptors: *Civil service / Federal government / Pay / Cost control.

5-24 HJ257 .T19f 1975

Tax Foundation, Inc.

Facts and figures on government finance. 18th biennial ed. New York, 1975. 288p.

Descriptors: *Municipal finance / *Local finance / *Federal employees--Statistics / *Pay--Statistics / *Payrolls / Local government / State governments / *Finance, Public--U.S.

5-25 Ie437 .Se2Un45s

U.S. Department of State.

Summary of the secretarial task force report. Washington, 1975. 13p. (U.S. Department of State newsletter, special supplement February 1975, No. 165)

Descriptors: *Secretaries / *U.S. Department of State / *Personnel policies.

5-26 Ic26.37 .Un89p 1973/74

U.S. Social Security Administration.

Personnel data, fiscal year, 1974. Washington, U.S. Govt. Print. Off., 1975. 280p.

Includes statistics on S.S.A. employees by age, grade, sex, occupation, seniority, educational level as well as statistics on new hires, separations, organizational movement of employees, labor organizations, performance awards and adopted suggestions.

Descriptors: *U.S. Social Security Administration / *Civil service--Statistics.

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5-27 Ic166 .P53P53p

Philippines. Civil Service Commission.

The Philippine civil service: a personnel profile; report on the CSC-NMYC Manpower Assessment Survey Project, 1971-1973. Quezon City, 1974. 1v.

Descriptors: *Philippines civil service--Statistics.

COLLEGE GRADUATES

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Alper, S. William.
Racial differences in job and work environment priorities among newly hired college graduates. Journal of applied psychology, 60:132-134, February 1975.
"Study assesses the racial differences in rated importance of various work and company characteristics of newly hired college graduates."

Descriptors: *Work values / *College graduates--Employment / *Negroes--College graduates / *Negroes--Attitudes / Research.

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For '75 college grads: who'll get the jobs, and where.
U.S. news & world report, 78:60+, April 21, 1975.

Descriptors: *College graduates--Employment, *College graduates--Career opportunities.

5-30 Id224 .Un17s 1972

U.S. Bureau of Labor Statistics
Employment of recent college graduates, October 1972. Washington, U.S. Govt. Print. Off., 1974. 1v. (Special labor force report 169).
Reprinted from: Monthly Labor Review, October 1974, p. 33-40, with supplementary tables.

Descriptors: *College graduates--Employment--Statistics / *College graduates--Pay--Statistics / *Job search.

COMMUNICATION

5-31

Morale problem gives firm a communications program. Employee benefit plan review, 29:24+, April 1975.

Descriptors: *Illinois Tool Works Inc. / *Morale / *Communication in personnel management--Case studies / *Communication--Methodology

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Regional Personnel Services Center.
Advanced communications, by Robert Alan Meeder. Pittsburgh, 1973. 120p. (Student manual no. 1) (IPA grant no. 73-PA-07C)

Descriptors: *Communication in management / *Training courses of study / *Motivation.

5-33 Ie416 .R26s No. 3

Regional Personnel Services Center.
Management communications systems basic course, by Robert L. Weber. Pittsburgh, 1973. 1v. (Student manual no. 3) (IPA grant no. 73-PA-07C)

Descriptors: *Communication in management / *Training courses of study.

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Sundin, Mel and Jurgis Vodopalas.
Navy civilian communication information. Journal of Navy civilian manpower management, p. 20-23, Spring 1975.

Descriptors: *Communication in management / Surveys / *U.S. Department of the Navy.

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Weeks, Francis W.
Communication competencies listed in job descriptions. ABCA bulletin, 37:22-37, December 1974.

Descriptors: *Communication in management / *Job descriptions / *Business report writing / *Editing / *Oral communication / *Writing / *Technical writing.

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Presley, Jane and Sally Keen.
Better meetings lead to higher productivity: a case study. Management review, 64:16-22, April 1975.

Descriptors: *Staff meetings / *Training / *Productivity improvement / *U.S. Social Security Administration.

CREATIVE-THINKING

5-37
Ely, Donald D.
Team building for creativity. Personnel journal, 54:226-227+, April 1975.

Descriptors: *Team development / *Creative thinking / *Training methods / *Transactional analysis.

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Halprin, Lawrence and Jim Burns.
Taking part: a workshop approach to collective creativity, Combridge, Mass., MIT Press, 1974. 328p.

Descriptors: *Creative thinking / *Problem solving--Group method / *Training methods.

DECISION-MAKING

5-39 Id33 .D34e
Dean, Douglas and others.
Executive ESP. Englewood Cliffs, N.J., Prentice-Hall, 1974. 290p.
Reports on Dean and Mihalasky's ten-year PSI Communications Project at Newark College of Engineering begun in 1962 to study relationship between ESP and decision-making.
Related article: Mihalasky, John. "ESP in decision making, " Management review, 64:32-37, April 1975.

Descriptors: *Extrasensory perception / *Decision-making / *Executives--Abilities / *Success (in employment).

5-40 Tech. Rpts. ED-089 449
Nagle, John M. and James H. Balderson.
Group problem solving: The D.A.P. approach. Final report. Washington, Educational Resources Information Center,1974. 39p.
Performing organization: Oregon University, Center for Educational Policy Management.

Descriptors: *Problem solving--Group method / Research.

5-41 Id24 .R42p
Rickards, Tudor.
Problem-solving through creative analysis. New York, J. Wiley, 1974. 198p.

Descriptors: *Problem-solving / *Problem-solving--Case studies / *Creative thinking / *Brainstorming--Case studies / Synectics.

5-42 Id24 .T17m
Tarr, Graham.
The management of problem-solving; positive results from productive thinking. New York, Halsted Press, 1973. 160p.

Descriptors: *Problem solving--group method / *Decision-making--Group method / Group dynamics / Creative thinking / Project management.

DISADVANTATED

5-43
DiMarco, Nicholas and David P. Gustafson.
Attitudes of co-workers and management toward hard-core employees. Personnel psychology, 28:65-76, Spring 1975.

Descriptors: *Disadvantaged--Employment / *Working climate / Research / *Supervisors--Attitudes / *Employee attitudes / *Attitude change.

5-44
Triandis, Harry C. and others.
Ecosystem distrust and the hard-to-employ. Journal of applied psychology, 60:44-56, February 1975.
"'Ecosystem distrust' refers to distrust of people, things, and institutions in one's environment."

Descriptors: *Disadvantaged--Employment / *Disadvantaged--Characteristics / *Social values / Research.

EMPLOYEE HEALTH AND MEDICAL CARE

5-45
Bluestone, Naomi.
Employee health services: one hospital's experience. Journal of occupational medicine, 17:230-233, April 1975.

Descriptors: *Health, Employee / *Medical care / *Insurance, Health / Bird S. Coler Memorial Hospital and Home.

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Caplan, Robert D., Sidney Cobb and John R. P. French, Jr.
Relationships of cessation of smoking with job stress, personality, and social support. Journal of applied psychology, 60:211-219, April 1975.
Article based on paper presented at 13th Annual Conference for Cardiovascular Disease Epidemiology, New Orleans, March 17, 1973. Subjects were 200 administrators, engineers and scientists from the National Aeronautics and Space Administration.

Descriptors: *Smoking / *Personality / *Stress, Psychological.

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Gavin, James F.
Employee perceptions of the work environment and mental health: a suggestive study. Journal of vocational behavior, 6:217-234, April 1975.

Descriptors: *Working climate / *Mental health / *Middle management--Characteristics / Research / *Employee attitudes.

5-48 Id214.5 .In2i
Industrial noise; a selective bibliography, 1963-1973, comp. by Mary Ann Babyak and Marianne C. Kaschak. Pittsburgh, Industrial Health Foundation, 1973. 111p.
Industrial aspects emphasized.

Descriptors: *Noise measurement--Bibliography / *Noise control--Bibliography / *Noise--Physiological effect--Bibliography / *Noise--Psychology--Bibliography.

5-49
Schussler, Theodore and others.
The preplacement examination, an analysis. Journal of occupational medicine, 17:254-257, April 1975.

Descriptors: *Medical and physical examinations / *International Business Machines Corporation / Research / *Placement

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

5-50

Strasser, Alexander L.
HMOs and the cost of medical absenteeism. Personnel, 52:64-72, March-April 1975.

Descriptors: *Sick leave / *Health maintenance organizations.

5-51 Ie568.5 .Un35df

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Directory of Federal occupational health facilities. Atlanta, Ga., 1974. 1v.

Descriptors: *Health facilities--Directories / Federal employees / U.S. Civil Service Commission. Atlanta Region / *Medical care.

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Wrich, James T.
The employee assistance program. Center City, Minn., Hazelden, 1974. 96p.
Includes directory of agencies and individuals which may be used as resources in developing programs.

Descriptors: *Alcoholic employees--Rehabilitation / *Alcholic employees--Counseling / *Employee services / *Health, Employee / *Emotionally disturbed employees.

EMPLOYEES' COMPENSATION

5-53 Ie564 .C35a 1975

Chamber of Commerce of the United States.
Analysis of workmen's compensation laws. Washington, 1975. 48p.

Descriptors: *Employees' compensation / State governments / Surveys / *Employees' compensation--History.

EQUAL OPPORTUNITY IN EMPLOYMENT

5-54

Ahart, Gregory J.
Evaluating contract compliance; federal contracts in nonconstruction industries. Civil rights digest, 7:34-45, Fall 1974.
Adapted from testimony delivered September 11, 1974 before the Joint Economic Committee's Subcommittee on Fiscal Policy.

Descriptors: *Affirmative action plans / Office of Federal Contract Compliance / *Contractor personnel.

5-55 Ie152.9 .As3m

Ashenfelter, Orley and James Heckman.
Measuring the effect of an antidiscrimination program. Princeton University, Industrial Relations Section, 1974. 55p. (Working paper no. 52)

Descriptors: *Executive Order 11246 / *Equal opportunity in employment / *Contractors / Federal government / *Negores--Discrimination / Research / *Negroes--Employment.

5-56

Dipboye, Robert L., Howard L. Fromkin and Kent Wiback.
Relative importance of applicant sex, attractiveness, and scholastic standing in evaluation of job applicant resumes. Journal of applied psychology, 60:39-43, February 1975.

Descriptors: *Resumes / *Selection / *Equal opportunity in employment / *Women--Discrimination / Research.

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Francis, H. Minton.
The pendulum of reverse discrimination. Journal of Navy civilian manpower management, p. 1-7, Spring 1975.

Descriptors: *Equal opportunity in employment / *Discrimination / *Affirmative action plans.

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Garnier, Robert C. and David J. Potts.
Selective certification for affirmative action. Personnel letter (International Personnel Management Association), p. 3-5, March 1975.

Descriptors: *Affirmative action plans / *Milwaukee civil service / *Selective certification.

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Gifford, William R.
Times ten = accounting's aim. Journal of college placement, 35:40-45, Winter 1975.

Descriptors: *Accountants--Employment / *Minority groups--Career opportunities / *Negroes--College graduates.

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Hill, Herbert.
Black labor, the NLRB, and the developing law of equal employment opportunity. Labor law journal, 26:207-233, April 1975.

Descriptors: *Equal opportunity in employment--History / *Negroes--Employment / *U.S. National Labor Relations Board / *Unions.

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Last hired, first fired--latest recession headache. U.S. news & world report, 78:73-74, April 7, 1975.
"Union officials ... see emerging a contest between the sanctity of seniority provisions in their bargaining agreements and the interests of minority groups and women."

Descriptors: *Unemployed / *Seniority / *Equal opportunity in employment / *Reduction in force.

5-62
Neyhart, Robert J.
'Successful EEO is a moral duty.' Federal times 11:11+, April 23, 1975.

Descriptors: *Affirmative action plans / Federal government / *Local government / *Equal opportunity in employment.

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Orpen, Christopher.
Discrimination and job satisfaction: an empirical study with a South African minority group. Journal of social psychology, 95:271-272, April 1975.

Descriptors: *Negroes--Discrimination / *Job satisfaction / Research.

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Sanders, Charles L.
Black professionals' perceptions of institutional racism in health and welfare organizations. Rev. ed. Fair Lawn, N.J., R. E. Burdick, 1973. 203p.
Case study: National Conference of Black Political Scientists, p. 187.
Bibliography, p. 195-203.

Descriptors: *Trade and professional associations / *Negroes--Discrimination / *Negroes--Attitudes / *Social workers / *Health manpower.

5-65 S/I
Szymanski, Albert.
Race, sex, and the U.S. working class. Social problems, 21:706-725, June 1974.

Descriptors: *Discrimination / *Labor force / *Negroes--Discrimination / *Women--Employment / Marxist theory / Neo-Marxist theories / Capitalism / Income--Statistics / Education--Statistics / Occupations--Statistics.

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5-66 Ie152 .Un472m

U.S. Equal Employment Opportunity Commission.
Minorities and women in state and local government, 1973. Prepared by Mary L. Froning. Washington, U.S. Govt. Print. Off., 1974. 1v.
Vol. 1. United States summary.

Descriptors: *Women--Employment--Statistics / *Minority groups--Employment--Statistics / *State employees--Statistics / *County officials and employees--Statistics / *Municipal employees--Statistics.

EXECUTIVES

5-67

Executives league. Government executive, 7:14, March 1975.
Includes text of the "Resolves" of the Federal Executives League.

Descriptors: *Federal Executives League.

5-68

Kretlow, William J.
Analyzing job requirements. Journal of systems management, 26:22-23, April 1975.
Examines 50 interdisciplinary job listings for education and experience requirements.

Descriptors: *Executives--Qualifications / Research.

5-69 Ie124 .L92e

Louden, J. Keith.
The effective director in action. New York, AMACOM, 1975. 190p.
With a supplement Public agency boards by Jack Zusman.

Descriptors: *Executives--Abilities / *Executives--Responsibilities / *Executive effectiveness / *Directors of corporations / Industry--Social aspects / *Leadership / Decisionmaking / *Public administration / Job descriptions / Government employees.

5-70

Murray, Thomas J.
Personnel--fast track to the top. Dun's review, 105:74-77, April 1975.

Descriptors: *Personnel directors / *Executives--Promotion.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

5-71 Ie124 .B29e

Bass, Bernard M.
European and American managers' life goals and career success. Rochester, University of Rochester, Graduate School of Management, 1974. 16p.
(IRGOM technical report 74-2)

Descriptors: *Executives--Attitudes / *Executives--Characteristics / *Executives--Promotion / Job satisfaction / *Success (in employment) / Research / Social values / Work values.

5-72

Day, Williamson.
How to keep the young tigers on your management team. Nation's business, 63:72-74, April 1975.

Descriptors: *Executives--Attitudes / *Executives--Recruitment / *College graduates--Employment / *Responsibility / Job satisfaction / Master of business administration degree.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

5-73
Frankel, Laurie S. and Carol A. Pigeon.
Municipal managers and chief administrative officers: a statistical profile. Urban data service report, 7:1-17, February 1975.

Descriptors: *City managers--Statistics / *Executives--Characteristics--Statistics / *Executives--Fringe benefits--Statistics.

5-74 Tech. Rpts. AD-781-303
Harrell, Thomas W. and Margaret S. Harrell.
The importance of situations versus personal qualifications for general manager development. Springfield, Va., National Technical Information Service, 1974. 25p.
Performing organization: Stanford University. Graduate School of Business.

Descriptors: *Executives--Promotion / *Executives--Abilities / *Master of business administration degree / Research.

EXECUTIVES--EVALUATION

5-75
Kraut, Allen I.
Prediction of managerial success by peer and training-staff ratings. Journal of applied psychology, 60:14-19, February 1975.
Study of validity of peer and training staff ratings in predicting success.

Descriptors: *Peer ratings / *Success (in employment) / *Executives--Evaluation / *Middle management--Evaluation / Research.

EXECUTIVES--PAY AND FRINGE BENEFITS

5-76
Hume, David.
Tailoring executive pay. Management today (Gt. Brit.), p. 24, March 1975.

Descriptors: *Executives--Pay /*Overseas executives / *Great Britain.

EXECUTIVES--TRAINING

5-77
Alverson, Warren J.
What value, executive education? Best's review (life/health insurance ed.), 75:70+, March 1975.
To make executive training effective, top management should: set specific objectives; define participants in terms of those objectives; plan assimilation of new concepts into their operations; evaluate course contribution to company needs.

Descriptors: *Executives--Training / *Training evaluation.

Ie424 .D55t
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Dickerman, Allen B.
Training Japanese managers. New York, Praeger, 1974. 104p.
Published in cooperation with the Center for International Business, Pepperdine University, Los Angeles and Malibu, California.

Descriptors: *Executives--Training / *Japan / *Management methods.

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Education for public service. Public administration review, 35:173-190, March-April 1975.
Contents: Education for the public's interest, a critique and a projection of the NAPA view of Meeting the needs of tomorrow's public service, by Lawrence C. Howard; Reply to a critique, by Richard L. Chapman and Frederic N. Cleaveland; Graduate education in public affairs/public administration, by A. J. Mackelprang and A. Lee Fritschler.

Descriptors: *Executives--Training / Government employees / *Public administration.

EXECUTIVES--TRAINING (Cont'd)

5-80
[Management development]. Training and development journal, 29:3-4 , March 1975.
Contents: Management development: full spectrum training, by Karl F. Simpson, Jr.; An approach to case studies, by James L. Donovan; Management development: a need or a luxury?, by Anthony J. Tasca; Management training programs: who uses them and why?, by J. Barton-Dobenin and Richard M. Hodgetts; Separating the sirloin from the salami, 10 precepts of management development training, by Alan P. Hinds.

Descriptors: *Management development / *Executives--Training / *Training needs analysis.

5-81
Management development not as simple as you might think. What's ahead in personnel? p. 1-4, March 1975.

Descriptors: *Executives--training / Conferences / Gino's, Inc.

FREEDOM OF INFORMATION

5-82
Clark, Elias.
Holding government accountable: the amended Freedom of Information Act. Yale law journal, 84:741-769, March 1975.

Descriptors: *Freedom of Information Act of 1966 / *Government information.

5-83
Ryan, Robert J.
How state auditors keep press and public informed on results of their audits. State government administration, 10:20-22, March-April 1975.
"Informal survey of public information policies and problems of government auditors on the Federal level in the U.S. and Canada and on the State level...."

Descriptors: *Auditors / *Freedom of information.

FRINGE BENEFITS

5-84
Employee communications clear the way for flexible benefits program at TRW. Employee benefit plan review, p. 30-32, March 1975.

Descriptors: *Fringe benefits / *Pay administration / *TRW Inc.

5-85
Howell, William J.
The red and the black of productivity. Pension world, 11:20-21+, March 1975.
Author believes that employee benefits, especially pensions and profit-sharing, have an incentive value for improving productivity.

Descriptors: *Productivity improvement / *Fringe benefits.

5-86 Ie537 .Of5In8c
International Institute of Municipal Clerks.
Clerks' fringe benefits. Pasadena, Cal., 1974. 4p. (Technical bulletin no. 3)

Descriptors: *Town clerks / *Fringe benefits--Surveys.

5-87
Xerox management conducts employee survey; as a result, proposed benefit plans revised. Employee benefit plan review, p. 12+, March 1975.

Descriptors: *Fringe benefits / *Participative management / *Xerox Corporation.

GRIEVANCES

5-88 Ia11.6 .Us2u

The use of an organization ombudsman in the Federal Aviation Administration Western Region, ed. by W. Bruce Chambers and James L. Lampl. Los Angeles, U.S. Federal Executive Board, 1971. 1v.

"Test program April - October 1971." Special report, Los Angeles Federal Executive Board.

Descriptors: *Ombudsman--Utilization / *U.S. Federal Aviation Administration.

GROUP RELATIONS

5-89 Ie610 .G17g

Gardner, Neely D.

Group leadership. Washington, National Training and Development Service Press, 1974. 199p.

Descriptors: *Group relations / *Leadership / Communication / Group dynamics / *Group relations--Bibliography / *Training methods.

HANDICAPPED

5-90

Baker, Larry D., Nicholas DiMarco and W. E. Scott, Jr.

Effects of supervisors' sex and level of authoritarianism on evaluation and reinforcement of blind and sighted workers. Journal of applied psychology, 60:28-32, February 1975.

Descriptors: *Blind--Employment / *Performance evaluation / *Supervisors--Attitudes / Research.

5-91 M-Fiche

Phelps, Williams R.

Attitudes related to the employment of the mentally retarded. Springfield, Va., National Technical Information Service, 1974. 77p. (PB-233-595)

Performed and sponsored by West Virginia. Division of Vocational Rehabilitation. Study concerns employer's attitudes toward the mentally retarded as well as means of measuring these attitudes.

Descriptors: *Mentally retarded--Employment / *Mentally retarded--Rehabilitation.

5-92 Ie361.5 .Un58eo

U.S. General Accounting Office.

Employment opportunities in the Federal government for the physically handicapped; Civil Service Commission. Report to the Congress by the Comptroller General of the United States. Washington, 1974. 31p. (B-164031 (3))

Descriptors: *Physically handicapped--Employment / Federal government / *U.S. Civil Service Commission.

5-93

U.S. President, 1974- (Gerald R. Ford)

Federal employment of the handicapped; the President's memorandum for heads of executive departments and agencies. Dated March 24, 1975. Weekly compilation of Presidential documents, 11:305, March 31, 1975.

Descriptors: *Handicapped--Employment / *Veterans, Disabled / *Affirmative action plans.

HOURS OF WORK

5-94

Goodale, James G. and A. K. Aagaard.

Factors relating to varying reactions to the 4-day workweek. Journal of applied psychology, 60:33-38, February 1975.

Descriptors: *Four-day work week / *Employee attitudes / *Office workers / Research

HOURS OF WORK (Cont'd)

5-95
Welsh, Joseph N.
Four-day workweek implemented. Hospitals, 49:89-90, April 16, 1975.
Four-day workweek in the dietary department at Portsmouth, Va. General Hospital reduced number of employees and absenteeism.

Descriptors: *Four-day workweek--Case studies.

HUMAN RELATIONS

5-96
Weiss, W. H.
How's your attitude? Supervision, 37:3-5, April 1975.

Descriptors: *Employee attitudes / *Human relations.

INSURANCE, HEALTH

5-97
Motley, Dena K.
Paying for health care in the years before retirement. Social security bulletin, 38:3-22, April 1975.

Descriptors: *Insurance, Health--Statistics / *Older worker / Research.

INTERGOVERNMENTAL PERSONNEL PROGRAMS

5-98 Ie416 .Un35t
U.S. Civil Service Commission.
Training can make a difference; Intergovernmental Personnel Act support for state and local government training programs. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, 1974. 31p. (BIPP 152-55)
Includes list of IPA training grant projects completed by December 1, 1973.

Descriptors: *Intergovernmental personnel programs / *Training administration.

INTERNSHIP

5-99
DesRoches, Mary.
Internship programs and the Intergovernmental Personnel Act. Public service internship news, p. 1+, March 1975.

Descriptors: *Internship / *Intergovernmental personnel programs / Intergovernmental Personnel Act of 1970 / Minnesota.

5-100
Jumper, Roy.
The role of service-learning and the IPA of 1970. Public service internship news, p. 2-3, April 1975.
Article prepared for an Administrator's Symposium on Work-Learning sponsored by the Berea College Work Study Development Project and the Center for Public Affairs Service Learning of the Indiana University School of Public and Environmental Affairs, February 16-18, 1975.

Descriptors: *Internship / *Intergovernmental personnel programs / Intergovernmental Personnel Act of 1970.

5-101 Ie422 .N21d
National Center for Public Service Internship Programs.
A director of public service internships: opportunities for the graduate, post-graduate and mid-career professional 1974-75. Washington, 1974. 166p.

Descriptors: *Internship--Directories / Federal government / State governments / Municipal government / *Leadership training--Directories / *Executives--Training--Directories.

INTERVIEWING

5-102
Bernstein, Vicki, Milton D. Hakel and Anne Harlan.
The college student as interviewer: a threat to generalizability? Journal of applied psychology, 60:266-268, April 1975.
Compares "decision-making processes of employment interviewers and college students to examine the generalizability of research conclusions based on college student samples."

Descriptors: *Interviewers / *College students--Characteristics / Research.

JOB ANALYSIS

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Jenkins, G. Douglas, Jr. and others.
Standardized observations: an approach to measuring the nature of jobs. Journal of applied psychology, 60:171-181, April 1975.
Reports on an attempt to determine the usefulness of standardized job observations.

Descriptors: *Job analysis / Working conditions / Working climate / Research / *Job factors.

JOB DESIGN

5-104
Hackman, J. Richard and Greg R. Oldham.
Development of the job diagnostic survey. Journal of applied psychology, 60:159-170, April 1975.
Reports on development of the Job Diagnostic Survey, a measurement tool for use in redesign of jobs.

Descriptors: *Job design / *Job analysis / *Motivation / Job satisfaction / Research.

JOB ENRICHMENT AND ENLARGEMENT

5-105
Collins, Donald C. and Robert R. Raubolt.
A study of employee resistance to job enrichment. Personnel journal, 54:232-235+, April 1975.
Study group composed of engineers, engineering associates and draftsmen in six departments of large manufacturing firm.

Descriptors: *Job enrichment / *Employee attitudes / Research / *Change, Resistance to.

5-106 Id65 .H11o
Hackman, J. Richard.
On the coming demise of job enrichment. New Haven, Yale University, Department of Administrative Sciences, 1974. 30p. (Technical report no. 9)

Descriptors: *Job enrichment / *Change, Organizational / *Job enlargement / *Job satisfaction / Research.

5-107
London, M. and R. J. Klimoski.
Study of perceived job complexity. Personnel psychology, 28:45-56, Spring 1975.
"...Study points out that before job enrichment methods are carried out, employees' perceptions of the complexity of the job should be examined."

Descriptors: *Employee attitudes / *Performance / *Job enrichment / *Job satisfaction / Research / Nurses / *Job factors.

JOB EVALUATION

5-108
Bowey, Angela M. and A. J. Eccles.
Relativities, National Job Evaluation and collective bargaining. Journal of management studies (Gt. Brit.), 12:83-94, February 1975.
Study explores possibility of using job evaluation to fix pay rates on a national scale.

Descriptors: *Job evaluation / *Pay rates / Research / Great Britain / *Collective bargaining.

5-109 Ie32 .L62p
Life Office Management Association.
Practical problems and solutions in job evaluation. New York, 1974. 28p. (Personnel administration and research report no. 70)

Descriptors: *Job evaluation / *Pay administration.

5-110 Ie32 .L76j
Livy, Bryan.
Job evaluation; a critical review. New York, Halsted Press, 1975. 192 p.
Discusses U.S. civil service position classification system as example.

Descriptors: *Job evaluation / *Factor ranking method / *Job analysis / *Job ranking / *Factor comparison method / *Pay administration / *Great Britain civil service / *Civil service / *Job evaluation--Bibliography / *Position classification.

JOB SATISFACTION

5-111
Ardsley, Frank C.
People power in systems. Journal of systems management, 26:7-13, April 1975.

Descriptors: *Job satisfaction / *Motivation / *Systems analysis.

5-112
Brief, Arthur P. and Ramon J. Aldag.
Employee reactions to job characteristics: a constructive replication. Journal of applied psychology, 60:182-186, April 1975.
Reports on attempt to measure relationship between job dimensions and employee reactions to their jobs based partially on Halleman & Lawler's conceptual model.

Descriptors: *Motivation / *Job satisfaction / Research / *Job factors.

5-113 Id72.9 .C89o
Culbert, Samuel A.
The organization trap and how to get out of it. New York, Basic Books, 1974. 161p.

Descriptors: *Organizational characteristics / *Job satisfaction / *Human relations / *Quality of working life / Role perception / *Socialization.

5-114 Ie543 .D29i
Davis, Louis E. and Eric L. Trist.
Improving the quality of work life; experience of the socio-technical approach. n.p., 1972. 69p.
A background paper commissioned by the U.S. Department of Health, Education and Welfare for a report on Work in America.

Descriptors: *Job satisfaction--Case studies / *Quality of working life--Case studies / *Organization development--Case studies.

5-115 Ie543 .G46i

Glaser, Edward M.

Improving the quality of worklife...and in the process, improving productivity; a summary of concepts, procedures and problems, with case histories. Los Angeles, Human Interaction Research Institute, 1975. 356p.

Descriptors: *Job satisfaction--Case studies / *Quality of working life--Case studies / *Productivity improvement / *Job enrichment--Case studies.

5-116

Hill, A. B.

Work variety and individual differences in occupational boredom. Journal of applied psychology, 60:128-131, February 1975.

"Study examines the relationship between reported boredom and extraversion, neuroticism, intelligence, age, length of service, and work variety in a sample of 63 women engaged in simple, repetitive work."

Descriptors: *Boredom / Research.

5-117

Keller, Robert T.

Role conflict and ambiguity: correlates with job satisfaction and values. Personnel psychology, 28:57-64, Spring 1975.

Study shows that employee job satisfaction is greater when performance expectations are made clear and non-conflicting.

Descriptors: *Job satisfaction research / *Role conflict / Professional employees / *Personal values.

5-118

Mangione, Thomas W. and Robert P. Quinn.

Job satisfaction, counterproductive behavior, and drug use at work. Journal of applied psychology, 60:114-116, February 1975.

Descriptors: *Drug abuse / *Job satisfaction / *Discontent / Research.

5-119 Ie543.9 .Qu4q

Quinn, Robert P. and Linda J. Shepard.

Quality of employment survey 1972-73; descriptive statistics, with comparison data from the 1969-70 survey of working conditions. Ann Arbor, Mich., University of Michigan, Institute for Social Research, Survey Research Center, 1974. 328p.

Survey includes data on physical health, alcohol consumption, motivation, absenteeism, turnover, wages, hours, health and safety, unions, discrimination and job security.

Descriptors: *Working conditions / *Quality of working life--Statistics / *Job Satisfaction--Statistics.

5-120

Schwartz, Howard and Leopold W. Gruenfeld.

Psychological assumptions and utopian aspirations: a critique of Work in America. Administrative science quarterly, 20:126-130, March 1975.

Descriptors: *Job design / *Job satisfaction / *Productivity / *Employee attitudes.

5-121

Stone, Eugene F. and Lyman W. Porter.

Job characteristics and job attitudes: a multivariate study. Journal of applied psychology, 60:57-64, February 1975.

Descriptors: *Job factors / *Employee attitudes / *Job satisfaction / *Socialization / *Motivation / Research.

JOB SATISFACTION (Cont'd)

5-122
Thackray, John.
America's working crisis. Management today (Gt. Brit.), p. 92-94+, March 1975.

Descriptors: *Work values / *Employee attitudes / *Discontent / *Executives--Attitudes.

5-123 Ie543.9 .Un94s
U.S. Veterans Administration.
Survey of factors relating to job satisfaction among VA nurses. [1960 and 1970]. Washington, U.S. Govt. Print. Off., 1973. lv.

Descriptors: *Nurses--Employment / *Job satisfaction / *U.S. Veterans Administration / Research.

JOB SEARCH

5-124 Ie135 .An4w 1972
Angel, Juvenal L.
Why and how to prepare an effective job resume. 5th ed. New York, World Trade Academy Press, 1972. 506p.

Descriptors: *Resumes--Handbooks, manuals, etc.

5-125
Barone, Richard V.
Action plan for success after termination. Personnel journal, 54:221+, April 1975.

Descriptors: *Reduction in force / *Job search.

5-126
Boydell, Alan.
When you lose your job. Management today (Gt. Brit.), p. 105-106, March 1975.

Descriptors: *Executives / *Job search.

5-127 Ie156 .H23h 1974
Harper, Maxwell J., and Arthur R. Pell.
How to get the job you want after forty. 3d ed. New York, Pilot Books, 1974. 80p.

Descriptors: *Older worker--Employment / *Job search.

LABOR FORCE

5-128 HD5724 .B63e
Böhning, W. R. and D. Maillat.
The effects of the employment of foreign workers. Paris, Organisation for Economic Co-operation and Development, 1974. 189p.
The economic effects of the employment of foreign workers on Western European labor market; case study of Switzerland.

Descriptors: *Aliens--Employment / Labor supply / Labor mobility / *Aliens--Employment--Case studies / *Labor economics / *Labor economics--Case studies.

LABOR-MANAGEMENT RELATIONS (PUBLIC SERVICE)

5-129
Grodin, Joseph R. and others.
A symposium on the Supreme Court's Vallejo decision. California public employee relations, p. 2-15, March 1975.
Seven comments on California Supreme Court decision (Fire Fighters Union, Local 1186, IAFF, AFL-CIO, v. City of Vallejo, 12 Cal. 3d. 608) with responses from the principal attorneys involved in the case.

Descriptors: *Scope of bargaining / *Management rights / *Firemen--Collective bargaining / *Contract arbitration.

5-130 M-Film

Hayes, Robert E.
The structure of collective bargaining in the Internal Revenue Service. Ithaca, N.Y., Cornell University, 1973. 177p.
Master's thesis, Cornell University, 1973.

Descriptors: *Collective bargaining--Case studies / *U.S. Internal Revenue Service.

5-131

ICMA statement on management/labor relations. Public management, 57:18-19, March 1975.
Statement of Executive Board of International City Management Association on management/labor relations.

Descriptors: *Labor-management relations / *International City Management Association / State governments / Municipal government.

5-132

Kochan, Thomas A. George P. Huber and L. L. Cummings.
Determinants of intraorganizational conflict in collective bargaining in the public sector. Administrative science quarterly 20:10-23, March 1975.

Descriptors: *Conflict, Organizational / *Collective bargaining / Research /

5-133 Ie621 .N42ta

New York (State) Public Employment Relations Board.
Annual report 1973. Albany, N.Y., 1974. 10p. (PERB news, April 1974)

Descriptors: *Strikes--Statistics / Local government / Teachers / *Public Employees' Fair Employment Act [New York State] / *Labor-management relations--Cases.

5-134 Ie621 .N42 Q

New York (State) Public Employment Relations Board.
The legal basis of employee relations of New York State employees. Albany, Association of Labor Mediation Agencies, 1973. 22p.

Descriptors: *New York (State) civil service / *Labor-management relations--Laws / *Unions--Recognition.

5-135

Ross, Marion and Clara Stern.
Binding grievance arbitration in California public jurisdictions. California public employee relations, p. 16-24, March 1975.

Descriptors: *Binding arbitration / *Grievance arbitration / Local government / *Collective labor agreements.

5-136 Ie623 .Sh5i

Sherman, Georgia.
Impact of unions on Federal classification and compensation. Washington, Classification and Compensation Society, 1975. 30p.

Descriptors: Federal government / *Unions / *Executive Order 11491 / *Fair Labor Standards Amendments of 1974 / *Position classification / *Compensation / *Collective labor agreements.

5-137 Ie621 .T41t

Three neighboring states--three different approaches to local labor relations. Washington, Labor-Management Relations Service, 1973. 20p.
Contents: The New York experience, by Robert D. Helsby; the Pennsylvania experience, by William B. Harral; the Maryland experience, by Joseph Shane.

Descriptors: *Labor-management relations--Case studies / *New York (State) civil service / *Pennsylvania civil service / *Maryland civil service / State governments / Local government.

LABOR-MANAGEMENT RELATIONS (PUBLIC SERVICE) (Cont'd)

5-138 HD8051 .A4 1974 No. 1813

U.S. Bureau of Labor Statistics.
Analysis of work stoppages 1972. Washington, U.S. Govt. Print. Off., 1975. 69 pp. (Bulletin 1813).

Descriptors: *Strikes--Statistics / Industry / Federal government / State governments / Local government.

5-139 Ie531 .Un17g

U.S. Bureau of Labor Statistics.
Grievance and arbitration procedures in state and local agreements. Washington, U.S. Govt. Print. Off., 1975. 59p. (Bulletin 1833)

Descriptors: *Collective labor agreements--Statistics / *Grievance arbitration / *Grievances--Procedures / *Grievance arbitration--Statistics / *Grievances--Procedures--Statistics.

5-140 Ie623 .Un35co 1974

U.S. Civil Service Commission.
Collective bargaining in the Federal sector. Prepared by Bureau of Training, Labor Relations Training Center. Rev. ed. Washington, U.S. Govt. Print. Off., 1974. 37p.

Descriptors: *Collective bargaining / *Unions / Federal government.

LABOR TURNOVER

5-141

Staying put: what recession is doing to job hopping. U S. news & world report, 78:65-66, April 14, 1975.

Descriptors: *Labor turnover / *Morale / *Job satisfaction.

LEADERSHIP

5-142 Id34.9 .B28m

Bartol, Kathryn M.
Male and female leaders in small work groups; an empirical study of satisfaction, performance, and perceptions of leader behavior. East Lansing, Michigan State University, Graduate School of Business Administration, 1973. 154p.

Descriptors: *Leadership / *Women--Characteristics / *Women--Attitudes toward / Research / *Group relations.

5-143

Csoka, Louis S.
Relationship between organizational climate and the situational favorableness dimension of Fiedler's contingency model. Journal of applied psychology, 60:273-277, April 1975.

Descriptors: *Leadership / *Performance / *Organizations--Climate / Military officers / Research.

5-144

Greene, Charles N.
The reciprocal nature of influence between leader and subordinate. Journal of applied psychology, 60:187-193, April 1975.

Descriptors: *Leadership style / *Job satisfaction / *Employee attitudes / Research / *Performance / Ohio State Leader Behavior Description Questionnaire / Stogdill's Job Expectation Questionnaire.

5-145
Jones, Allan P., Lawrence R. James and John R. Bruni.
Perceived leadership behavior and employee confidence in the leader as moderated by job involvement. Journal of applied psychology, 60:146-149, February 1975.
Subjects were 123 civil service and military employees of a U.S. Army Corps of Engineers District Office.

Descriptors: *Leadership style / *Work values / *Socialization / *Executive effectiveness / Research.

5-146
Kochan, Thomas A., Stuart M. Schmidt and Thomas A. Decotiis.
Superior-subordinate relations: leadership and headship. Human relations, 28:279-294, April 1975.

Descriptors: *Power (Social sciences)/ *Leadership style/ *Authority / *Supervision.

5-147
Kuehl, Charles R., Nicholas DiMarco and Earl W. Wims.
Leadership orientation as a function of interpersonal need structure. Journal of applied psychology, 60:143-145, February 1975.

Descriptors: *Leadership style / *Executives--Characteristics / *Motivation / *Middle management--Characteristics / Leadership Opinion Questionnaire / Least Preferred Co-Worker Scale / Fundamental Interpersonal Relations / Orientation-Behavior Questionnaire.

5-148
Rice, Robert W. and Martin M. Chemers.
Personality and situational determinants of leader behavior. Journal of applied psychology, 60:20-27, February 1975.
Subjects for the study were 96 male undergraduates.

Descriptors: *Leadership style / *Executive effectiveness / *Group dynamics / Research.

5-149
Sims, Henry P., Jr. and Andrew D. Szilagyi.
Leader structure and subordinate satisfaction for two hospital administrative levels: a path analysis approach. Journal of applied psychology, 60:194-197, April 1975.

Descriptors: *Expectancy theory / *Leadership style / *Employee attitudes / *Job satisfaction / Research / Nurses.

5-150
Swanson, Ronald G. and Douglas A. Johnson.
Relation between peer perception of leader behavior and instructor-pilot performance. Journal of applied psychology, 60:198-200, April 1975.
Subjects of the study were 141 U.S. Air Force instructor pilots.

Descriptors: *Peer ratings / *Leadership style / *Performance / Supervisory Behavior Description / Research.

LEAVE

5-151 Ie502 .Un58h
U.S. General Accounting Office.
Holiday administration overseas: improvement needed to achieve more equitable treatment of employees; multiagency. Report to the Congress by the Comptroller General of the United States. Washington, 1975. 53p. (B-180403)

Descriptors: *Holidays / Federal employees / *Overseas personnel.

MANAGEMENT

5-152
Bensahel, Jane G.
The dangers of management by exception. Management review, 64:38-39, April 1975. Condensed from "Don't treat people like machines," International Management, December 1974.

Descriptors: *Management by exception / *Supervision.

Id22 .H24m

5-153
Harrison, Jared F.
Management by obstruction; or how to save your organization from needless efficiency. Englewood Cliffs, N.J., Prentice-Hall, 1974. 240p.

Descriptors: *Management methods.

5-154
Ink, Dwight A.
Getting the most from the tax dollar. Civil service journal, 15:7-9, January-March 1975.

Descriptors: Federal government / *Cost control / *Management improvement.

5-155
McNulty, Nancy G.
And now, professional codes for the practice of management. Conference board record, 12:21-24, April 1975.

Descriptors: *Executives--Responsibilities / *Professional ethics / *Professional education.

Id72.9 .M59t

5-156
Miles, Raymond E.
Theories of management: implications for organizational behavior and development. New York, McGraw-Hill, 1975. 240p.

Descriptors: *Management--Textbooks / *Organization development--Textbooks / *Leadership style / *Psychology, Industrial--Textbooks.

5-157
Napier, Herman S.
The futurist: vice-president of tomorrow. Personnel journal, 54:197-199, April 1975.

Descriptors: *Business forecasting / *Long-range planning / *Executives--Abilities / *Decision-making.

Id22 .N47c

5-158
Newstrom, John W., William E. Reif and Robert M. Monczka, comp.
A contingency approach to management: readings. New York, McGraw-Hill, 1975. 570p.

Descriptors: *Management--Readings / *Organizational structure / *Change, Organizational.

5-159
Trouble ahead for Japanese managers? Industry week, 185:35+, April 7, 1975.

Descriptors: *Management methods / *Japan.

5-160
A turnaround--but not quite by the books. Industry week, 184:36-38, March 31, 1975. Philip Zeigler's experience in improving production at a GM plant through management teamwork, fewer meetings and reports, decentralization.

Descriptors: *Industrial management / *Teamwork.

MANAGEMENT (Cont'd)

5-161 Id122 .Uy8s

Uyterhoeven, Hugo E. R., Robert W. Ackerman and John W. Rosenblum.
Strategy and organization; text and cases in general management. Homewood, Ill., R.D. Irwin, 1973. 856p.

Descriptors: *Management--Case studies / *Management--Textbooks / Executives--Responsibilities--Case Studies / *Organization--Case studies / *Planning--Case Studies.

5-162

Waller, Salvador B.
Thoughts on MBO: a review of the literature. Journal of Navy civilian manpower management, p. 14-15+, Spring 1975.

Descriptors: *Management by objectives / Literature reviews.

MANPOWER PLANNING

5-163 Id228 .B41p

Bell, D. J.
Planning corporate manpower. London, Longman, 1974. 179p.

Descriptors: *Manpower planning / *Labor supply / *Manpower planning models / Personnel information systems / Employee development / *Manpower forecasting / Labor costs.

5-164

Ginzberg, Eli.
What is the future for manpower planning? The computer & human resources, 5:2-3, Number 1 1975.
Speech delivered at the Fifth Annual Conference of Human Resource Systems Users.

Descriptors: *Manpower planning.

5-165 Id228 .M31mp

Manpower planning models; proceedings of a conference held in Cambridge, U.K., under the aegis of the NATO Science Committee and the NATO Advisory Panel on Operational Research, ed. by D. J. Clough, C. G. Lewis and A. L. Oliver. New York, Crane, Russak, 1974. 504p.
Session 5, "Civil Service Manpower Systems Analysis," includes paper entitled "Problems and Progress in Civil Service Manpower Planning in the United States," by Harry L. Clark, U.S. Civil Service Commission.
Session 6, "Large scale defense manpower systems."

Descriptors: *Manpower planning models / *Manpower planning--Case studies / *Civil service.

5-166 Id228 .N21e

National Association of Counties.
Everything you ever wanted to know about manpower.... Washington, 1974? 34p.

Descriptors: *Disadvantaged--employment / *Manpower planning / *Program evaluation / Comprehensive Employment and Training Act of 1973.

5-167 Id228 .Sa9c

Sawyer, James W.
Crucial elements in manpower planning. Salt Lake City, University of Utah, Human Resources Institute, 1974. 123p.

Descriptors: *Manpower planning--Case studies / *Utah.

MANPOWER PLANNING (Cont'd)

5-168 Ie438 .L6Un17ℓ

U.S. Bureau of Labor Statistics.
Library manpower: a study of demand and supply. Washington, U.S. Govt. Print. Off., 1975. 94p. (Bulletin 1852)

Descriptors: *Librarians--Employment--Statistics / *Library technicians--Statistics / *Manpower forecasting--Statistics.

MIDDLE MANAGEMENT

5-169 Ie53 .Ad6s 1975

Administrative Management Society.
Salary and benefit information for middle management personnel in United States and Canada, 1975. Willow Grove, Pa., 1975. 40p.
Not available for interlibrary loan.

Descriptors: *Pay--Surveys / *Fringe benefits--Surveys / *Middle management.

MOBILITY

5-170

Powell, C. Randall.
Do MBAs really job-hop? Journal of college placement, 35:66-70+, Spring 1975.

Descriptors: *Master of business administration degree / *Labor mobility / Research.

5-171

Roos, Leslie L., Jr.
Rotation designs and field experiments: a causal modeling approach. Administrative science quarterly, 20:71-86, March 1975.
Paper presented at the 1974 World Congress of Sociology, Toronto, August 1974.
"Examples were drawn from studies of productivity in an American factory and job satisfaction among Turkish administrators."

Descriptors: *Rotation / *Executives / Research.

MORALE

5-172

Zeira, Yoram, Ehud Harari and Dafna Izraeli Nundi.
Some structural and cultural factors in ethnocentric multinational corporations and employee morale. Journal of management studies (Gt. Brit.), 12:66-82, February 1975.
Study of morale of American employees in a subsidiary of a non-American company that reserves key positions for its own nationals.

Descriptors: *Overseas personnel / *Morale / Research / *Overseas executives.

MOTIVATION

5-173

Appelbaum, Steven H.
A model of managerial motivation. Training and development journal, 29:46-49, March 1975.
Model conceptualizes approaches to motivation--by theory (least significant), by fear, by development, by objectives, by intrinsic need satisfaction, by management.

Descriptors: *Motivation / *Executives--Abilities.

5-174
Broedling, Laurie A.
Relationship of internal-external control to work motivation and performance in an expectancy model. Journal of applied psychology, 60:65-70, February 1975.
"Internal-external control represents the extent to which a person perceives himself to control the events around him."

Descriptors: *Expectancy Theory / *Social values / *Self-esteem / Internal-External Scale / Research.

5-175
Dubin, Robert and Joseph E. Champoux.
Workers' central life interests and personality characteristics. Journal of vocational behavior, 6:165-174, April 1975.

Descriptors: *Personality / Central Life Interest questionnaire / Research / *Employee attitudes / *Work values.

5-176
Gullett, C. Ray and Robert Reisen.
Behavior modification: a contingency approach to employee performance. Personnel journal, 54:206-211, April 1975.

Descriptors: *Motivation theory / *Operant conditioning / *Behavior modification.

5-177
Matsui, Tamao and Toshitake Terai.
A cross-cultural study of the validity of the expectancy theory of work motivation. Journal of applied psychology, 60:263-265, April 1975.
Reports on attempt to measure validity of expectancy theory of motivation using a sample of 190 female life insurance sales personnel in Japan.

Descriptors: *Expectancy theory / *Japan.

5-178
Merrens, Matthew R. and James B. Garrett.
The protestant ethic scale as a predictor of repetitive work performance. Journal of applied psychology, 60:125-127, February 1975.
Study subjects were 333 introductory psychology students.

Descriptors: *Motivation / *Performance / *Work values / Research.

5-179
Saleh, S. D., J. R. Toye and H. A. Sievart.
Occupational values, environments, and levels. Journal of vocational behavior, 6:235-243, April 1975.
Canadian study compares responses of civilian middle managers with those of mid-career military officers in terms of job orientation.

Descriptors: Job attitude scale / Research / *Working climate / *Job satisfaction / *Military officers / *Middle management--Characteristics / *Work values.

5-180
Sheridan, John E., John W. Slocum, Jr. and Byung Min.
Motivational determinants of job performance. Journal of applied psychology, 60:119-121, February 1975.
Study sample consisted of 138 incentive workers.

Descriptors: *Expectancy theory / *Performance / Research.

OCCUPATIONS AND OCCUPATIONAL CHOICE

5-181 Ie436 .St4v

Stewart, Phyllis L. and Muriel G. Cantor, comps.
Varieties of work experience; the social control of occupational groups and roles; a text with adapted original studies. Cambridge, Mass., Schenkman Pub. Co., 1974. 407p.

Descriptors: Role perception / *Occupations--Readings / Work values / *Social control--Addresses, essays, lectures / Bibliography.

OLDER WORKER

5-182 Ie156 .In8p

International Labour Office.
Problems and opportunities of employment and re-employment of older workers in commerce and offices. Geneva, 1974. 43p. (Report III)
At head of title: Advisory Committee on Salaried Employees and Professional Workers; seventh session, Geneva, 1974; third item on the agenda.

Descriptors: *Older worker--Characteristics / *Older worker--Employment / *Age discrimination / *Older worker--Training.

ORGANIZATIONS

5-183

Gavin, James F.
Organizational climate as a function of personal and organizational variables. Journal of applied psychology, 60:135-139, February 1975.

Descriptors: *Working climate / *Executives--Characteristics / *Executives--Attitudes / Research.

5-184

Holdaway, Edward A., and others.
Dimensions of organizations in complex societies: the educational sector. Administrative science quarterly, 20:37-58, March 1975.
Study of contextual and structural variables of 23 colleges and technical institutes in western Canada.

Descriptors: *Organizational structure / *Universities and colleges / Research / Canada.

5-185

Lyden, Fremont J.
Using Parsons' functional analysis in the study of public organizations. Administrative science quarterly, 20:59-70, March 1975.

Descriptors: *Organizational analysis / *Public administration / *Goals.

5-186

McKelvey, Bill and Ralph H. Kilmann.
Organization design: a participative multivariate approach. Administrative science quarterly, 20:24-36, March 1975.
Organization studied was the managment school of a large university.

Descriptors: *Organizational structure.

5-187 Id72.9 .P82b

Porter, Lyman W., Edward E. Lawler, III and J. Richard Hackman.
Behavior in organizations. New York, McGraw-Hill, 1975. 561p.

Descriptors: *Psychology, Industrial--Textbooks / *Change, Organizational / *Organizations.

ORGANIZATIONS (Cont'd)

5-188
Schramm, Carl J.
Thompson's assessment of organizations: universities and the AAUP salary grades. Administrative science quarterly, 20:87-103, March 1975.
Study of the behavior of salaries in 652 colleges and universities, 1958- 1967 relative to AAUP scales as a means of assessing organizational performance.

Descriptors: *Universities and colleges / *Organizational effectiveness / Research.

5-189
Sims, Henry P., Jr. and William LaFollette.
An assessment of the Litwin and Stringer organization climate questionnaire. Personnel psychology, 28:19-38, Spring 1975.

Descriptors: *Organizations--Climate / Organizational Climate Questionnaire / Research.

OVERSEAS PERSONNEL

5-190 Ie438 .Ov2R21f
Raymond, David A.
Foreign service today; a guide to career opportunities in the international field. Washington, Georgetown University, School of Foreign Service, 1975. 79p.

Descriptors: *Foreign service officers / *Employment opportunities--Directories / *Overseas personnel--Employment / Industry.

PARAPROFESSIONALS

5-191
Distefano, M. K., Jr. and Margaret W. Pryer.
Work behavior dimensions of psychiatric attendants and aides. Journal of applied psychology, 60:140-142, February 1975.

Descriptors: *Mental health technicians / *Job analysis / Factor analysis / Research.

PARTICIPATIVE MANAGEMENT

5-192
Hann, Paula.
How a works council works. Management review, 64:43-45, April 1975.
Condensed from "Glacier stays cool," Industrial Society, November-December 1974.

Descriptors: *Works councils / *Industrial relations.

PAY

5-193
Bronstein, Richard J.
The cost of living and salary administration. Personnel, 52:11-18, March-April 1975.

Descriptors: *Pay administration / *Cost of living increases.

5-194 Ie102.9 .F66e
Florida. Department of Commerce.
Estimated financial effects of extending unemployment insurance to Florida local government employees. Prepared by Division of Employment Security, Office of Research and Statistics. Tallahassee, n.d. 46p.

Descriptors: *Florida / *Local officials and employees / *Unemployment compensation.

5-195
Hewitt study shows 1973 P-S rate of return--8.34%. Employee benefit plan review, p.47-48, March 1975.
Data from Hewitt Associates' 17th annual survey of profit-sharing plans covering the year 1973.

Descriptors: *Profit-sharing--Statistics.

5-196
Legge, Karen and Stan Hilling.
Absence, overtime and the structure of the pay packet: some methodological points. Journal of management studies (Gt. Brit.), 12:45-65, February 1975.

Descriptors: *Absenteeism / *Overtime work / *Overtime pay / *Incentive pay / Research / Great Britain.

5-197 Ie102 .M92w
Munts, Raymond and Irwin Garfinkel.
The work disincentive effects of unemployment insurance. Kalamazoo, Mich., W.E. Upjohn Institute for Employment Research, 1974. 65p.

Descriptors: *Unemployment compensation / *Motivation research.

5-198
Roscow, James P.
Profit-sharing without profit? Pension world, 11:9-12+, March 1975.
Effects of stock market changes on assets of the 25 richest profit-sharing funds.

Descriptors: *Profit-sharing.

5-199 Ie52.9 .T19h
Taubman, Paul and Terence Wales.
Higher education and earnings; college as an investment and a screening device. A report prepared for the Carnegie Commission on Higher Education and the National Bureau of Economic Research. New York, McGraw-Hill, 1974. 302p.
Study of the private and social rates of return on educational investment and impact of mental ability and other personal characteristics in determining income.

Descriptors: *College graduates--Pay / *Education--Economic aspects / *Pay rates / *Selection / Wolfle-Smith sample / National Bureau of Economic Research--Thorndike-Hagen(NBER-TH) sample.

5-200 Ie55 .Un35rc
U.S. Civil Service Commission.
Report on feasibility and desirability of constructing a total cost model of Federal compensation. Prepared by Ross A. Marcou, Bureau of Policies and Standards. Washington, 1974. 12p.

Descriptors: *Compensation administration / Research / *Models and model-making.

5-201 Ie55 .Un35rd
U.S. Civil Service Commission.
Report on feasibility and desirability of developing a total compensation comparability system. Prepared by Franklin L. Lattanzi, Bureau of Policies and Standards. Washington, 1974. 16p.

Descriptors: Federal employees / *Pay comparability / Research / *Compensation administration.

PAY (Cont'd)

5-202
Wolfe, Arthur V.
A managerial approach to compensation. Personnel journal, 54:212-216+, April 1975.

Descriptors: *Compensation administration / Performance evaluation / *Motivation.

5-203
Yeast, Richard K.
U.S. general schedule employees received October 1974 salary increase averaging 5.52 percent. Current wage developments, 27:45-52, March 1975.

Descriptors: *Pay rate / Federal employees / Firemen--Pay / Police--Pay / Teachers--Pay / Refuse collectors--Pay / Grade escalation / *Pay rates--History / *Pay comparability / Consumer price index.

PERSONNEL ADMINISTRATION

5-204 Ie11.6 .B64p
Bopp, William J.
Police personnel administration; the management of human resources. Boston, Holbrook Press, 1974. 425p.
Partial contents: Personnel function; Manpower development; Labor relations.

Descriptors: *Police administration--History / *Personnel administration / *Police administration / *Police--Personnel policies / Human relations / Public relations / *Law enforcement personnel / Federal government / Municipal government.

5-205
Hampton, Robert E.
Stretching the manpower dollar. Civil service journal, 15:1-6, January-March 1975.

Descriptors: *Labor costs / *Personnel administration / Federal government / *Cost effectiveness / Promotions / Training / Incentive awards / Selection / Organizational structure.

5-206 Ie11 .In8c
International Labour Office.
Conditions of work and life of employees in commerce and offices. Geneva, 1974. 81p. (Report II)
At head of title: Advisory Committee on Salaried Employees and Professional Workers; seventh session, Geneva, 1974; second item on the agenda.

Descriptors: *Retail workers / *Office workers / *Hours of work / *Leave / *Medical care / *Pay / Equal opportunity in employment.

5-207 Ic203.9 Box
Lake County, Illinois. Personnel Study Task Force.
Lake County personnel study. Waukegan, 1973. 1v. (IPA grant no. 73-IL-11)

Descriptors: *Lake County, Illinois civil service / *Personnel administration / *Civil service laws / *Job descriptions / *Pay rates.

5-208 Ie11 .As6a Vol. 2
Yoder, Dale and Herbert G. Heneman, Jr.
Motivation and commitment. Washington, Bureau of National Affairs, 1975. 255p. (ASPA handbook of personnel and industrial relations. vol. 2)

Descriptors: *Personnel administration--Handbooks, manuals, etc. / *Motivation / *Job satisfaction / *Employee attitudes / *Productivity / Productivity measurement / *Compensation administration / *Executive compensation / *Employee services / *Wage-price policy / *Pay administration / *Fringe benefits.

PERSONNEL POLICIES

5-209 Ie11.1 .Un47p

U.S. Department of Defense.
Personnel policy manual for nonappropriated fund instrumentalities. Prepared by Office of the Assistant Secretary of Defense. Washington, U.S. Govt. Print. Off., 1974. 1v. (DoD 1330.19-1M)

Descriptors: *Nonappropriated fund employees--Handbooks, manuals, etc. / *Personnel policies--Handbooks, manuals, etc. / *Pay administration--Handbooks, manuals, etc. / *U.S. Department of Defense.

PERSONNEL UTILIZATION

5-210

Bucher, George C.
How to put the off-the-job trainee back to work. Personnel, 52:52-56, March-April 1975.

Descriptors: *Training / *Personnel utilization.

5-211 Id67 .Un58cu

U.S. General Accounting Office.
Cost and use of personnel in the Agency for International Development. Report to the Subcommittee on Foreign Operations, Committee on Appropriations, United States Senate, by the Comptroller General of the United States. Washington, 1974. 52p. (B-165731).

Descriptors: *U.S. Agency for International Development / *Personnel utilization / *Pay--Statistics / *Foreign service officers / *Labor costs / Federal government / Average grade levels.

PLACEMENT

5-212

Gilmartin, Dan.
That (expletive deleted) stopper list!!! Journal of Navy civilian manpower management, p. 8-9, Spring 1975.
Priority Placement Program aids civilian DOD employees who are adversely affected by RIFs or transfers of functions.

Descriptors: *Placement / *Reduction in force / *U.S. Department of Defense.

5-213 Ie358 .Sm5m

Smith, D. Alton.
Measuring the benefits of job banks. Princeton, Princeton University, Industrial Relations Section, 1974. 22p. (Working paper no. 50)

Descriptors: *Job banks / *U.S. Employment Service.

POLITICAL ACTIVITY

5-214

Andronicos, Bill.
Hatch hit as excessive. Federal times, 11:1+, April 23, 1975.

Descriptors: *Political activity / *Civil rights / Federal employees / *Hatch Political Activities Act of 1939.

5-215 Ic36.3 .Un35pc 1975

U.S. Civil Service Commission.
Political activities under the Comprehensive Employment and Training Act. Prepared by Bureau of Intergovernmental Personnel Programs. Rev. ed. Washington, 1975. 10p. (BIPP 152-45)

Descriptors: *Political activity / *Comprehensive Employment and Training Act of 1973 / State employees / Local officials and employees / *Disadvantaged--Employment.

POLITICAL ACTIVITY (Cont'd)

5-216
Wolkomir, Nathan T.
Give up Hatch Act for 'Malek plans'? Federal times, 11:12+, April 30, 1975.

Descriptors: *Political activity / *Hatch Political Activities Act of 1939 / Federal employees.

POSITION CLASSIFICATION

5-217
Katz, Paul A.
Standards and tests. Civil service journal, 15:28, January-March 1975.

Descriptors: *Postion classification / *Job analysis / Job design / Organizational structure / Manpower planning / Recruitment / Training needs analysis.

5-218 Ie29 .N42t 1974
New York Library Association.
Typical class specifications for professional positions in public libraries under civil service. Rev. ed. New York, 1974. 18p.

Descriptors: *New York (State) civil service / *Position standards / *Library technicians / *Librarians--Employment / Municipal government / State governments.

PRODUCTIVITY

5-219
Judge, John F.
The problem: increasing government efficiency. Government executive, 7:9-11, April 1975.
First of a three-part report of the Government Executive/American Management Associations Government Productivity Panel.

Descriptors: *Productivity improvement.

5-220
Peirce, Neal R.
'Productivity' is slogan for taming spiraling expenses. National journal reports, 7:533-540, April 12, 1975.

Descriptors: *Productivity / *Productivity measurement / Federal government / State governments / Local government / *Program evaluation / *Associations, Institutions, etc.

5-221
Perdunn, Richard F.
How to cut costs in the office. Best's review (life/health insurance ed.), 75:80+, March 1975.

Descriptors: *Productivity improvement / *Office workers / Shift work / Work measurement / Work simplification / *Labor costs.

5-222
Police Foundation.
Improving police productivity. Nation's cities, 13:17-32, March 1975.
Contents: Productivity: a national concern, by George H. Kuper; Police productivity: the view from City Hall, by Edward K. Hamilton; Police accountability, by Patrick V. Murphy; The police, the union, and the productivity imperative, by John Grimes; Productivity: the union viewpoint, by Edward J. Kiernan; Wrestling with police crime control productivity measurement, by Harry Hatry; Planning and implementing a productivity program, by James P. Morgan, Jr.

Descriptors: *Productivity improvement / *Productivity measurement / *Police administration.

5-223
Rosen, Bernard.
Partners in productivity. Civil service journal, 15:16-17, January-March 1975.
Statement before Senate Committee on Government Operations, December 17, 1974, regarding Senate bills S. 4130, The National Productivity Act of 1974, and S. 4212, The National Center for Productivity and Economic Competition Act.

Descriptors: Federal government / *Productivity improvement.

5-224
Staats, Elmer B.
Needed--a national productivity center. GAO review, 10:1-5, Spring 1975.
Based on the Comptroller General's testimony before the Senate Committee on Government Operations, December 17, 1974.

Descriptors: *Productivity improvement / Federal government / State governments / Local government / Industry.

5-225 Id214 .St2p
Stark, Harry F.
Productivity and bargaining. New Brunswick, N.J., Rutgers University, University Extension Division, Institute of Management and Labor Relations, 1974. 14p.
Paper presented at the Annual Conference of the Association of Labor Mediation Agencies, Sante Fe, July 11, 1973.

Descriptors: *Productivity improvement / *Productivity bargaining.

5-226
Stone, Daniel E.
Productivity and performance / providing the same services for no increased costs. Public management, 57:15-17, March 1975.

Descriptors: *Work measurement / Municipal employees / *Production standards.

5-227 Id214.5 .Un35p
U.S. Civil Service Commission.
Productivity enhancement efforts in the Federal government: a report of survey results, program report evaluation, and implications for research. Prepared by William B. Owen and Paul R. Croll, Bureau of Policies and Standards, Personnel Research and Development Center, Washington, 1974. 35p. (Personnel research report PRR-74-1)

Descriptors: *Productivity improvement / Surveys / Federal government / Research.

PRODUCTIVITY (Cont'd)

5-228 Id214.9 .Un584p

U.S. General Services Administration.
Productivity clearinghouse; an annotated bibliography. Washington, Office of Federal Management Policy, 1974. 38p.
Lists documents published by Federal agencies.

Descriptors: *Productivity improvement--Bibliography / *Productivity measurement--Bibliography / *Efficiency, Employment--Bibliography / Personnel utilization / Capital improvement / Quality control.

5-229 Id68 .Un644g

U.S. Joint Project for Measuring and Enhancing Productivity.
Guidelines for evaluating work measurement systems in the Federal government;...conducted by: U.S. General Accounting Office, U.S. Office of Management and Budget and U.S. Civil Service Commission. Washington, 1972. 43p.
Glossary p. 31-32.

Descriptors: *Work measurement / *Efficiency, Employment / Federal government / *Productivity measurement.

5-230

Williamsburg productivity symposium. Federal accountant, 24:1-70, March 1975
Contains condensed proceedings of the Federal Government Accountants Association/American Society of Military Comptrollers Williamsburg Productivity Symposium, "Productivity in the Federal, state and local community," December, 1974.
Partial contents: Productivity in government: clearer focus--broader perspective, by John W. Cooley; Productivity, policy and politics, by John M. Stewart; National productivity: dimensions and directions, by Thomas D. Morris; It's tough to know when you're there -- if you don't know where there is before you start, by Laurence E. Olewine; Productivity: issues and emerging strategies, by Charles W. Williams; Symposium workshops.

Descriptors: *Productivity / *Productivity--Bibliography / *Productivity--Case studies.

PROFESSIONAL EMPLOYEES

5-231

Oppenheimer, Martin.
The unionization of the professional. Social policy, 5:34-40, January-February 1975.

Descriptors: *Professional employees--Unions / *Professional employees--Characteristics.

PROMOTION

5-232

Taylor, Ronald N.
Preferences of industrial managers for information sources in making promotion decisions. Journal of applied psychology, 60:269-272, April 1975.

Descriptors: *Executives--Attitudes / *Decision-making / *Promotion / Research.

PUBLIC ADMINISTRATION

5-233 Ia45 .An6m

Ankomah, Kofi.
Merging the art and science of public administration: Luther Gulick's contributions. Ann Arbor, Mich., University Microfilms, 1974. 301p.
Doctoral dissertation, New York University, 1974. Abstracted in Dissertation Abstracts International, vol. 35, no. 2, pp. 1200A-1201A.

Descriptors: *Public administration / *Gulick, Luther Halsey / * Finance, Public / *Management / *Organization / *Personnel administration / *Metropolitan government.

PUBLIC ADMINISTRATION (Cont'd)

5-234
Berg, Clifford L.
Lapse of reorganization authority. Public administration review, 35:195-199, March-April 1975.

Descriptors: *Reorganization plans.

5-235 Ia11 .J15b
Jacoby, Henry
The bureaucratization of the world. Berkeley, University of California Press, 1973. 241p.
Translated from the German by Eveline L. Kanes.

Descriptors: *Public administration / *Bureaucracy / *Bureaucracy--History.

PUBLIC SERVICE EMPLOYMENT

5-236
Jobs that do double duty. Nation's business, 63:32-35, April 1975.

Descriptors: *Public service employment / *Unemployed--Career opportunities / Municipal government / State governments.

5-237
Levitan, Sar A. and Joyce K. Zickler.
Block grants for manpower programs. Public administration review, 35:191-195, March-April 1975.

Descriptors: *Comprehensive Employment and Training Act of 1973 / *Public service employment / *Disadvantaged--Employment / *Disadvantaged--Training / *Unemployed.

RECRUITMENT

5-238
Brecker, Richard L.
10 common mistakes in college recruiting - or how to try without really succeeding. Personnel, 52:19-28, March-April 1975.

Descriptors: *College graduates--Recruitment.

5-239
Howerton, Allan W.
Recruiters forum. Civil service journal, 15:14-15, January-March 1975.

Descriptors: *Recruitment / Federal government / *Cost control / Checklist.

RETIREMENT

5-240 Ie713 .D34p
Dearborn, Philip M., Jr.
Pensions for policemen and firemen. Washington, Labor-Management Relations Service, 1974. 23p.

Descriptors: *Pensions / *Firemen--Fringe benefits / *Police--Fringe benefits.

5-241
Examples, graphics make plan descriptions "easy to understand." Employee benefit plan review, p. 50, March 1975.

Descriptors: *Pensions / *Employee Retirement Income Security Act of 1974 / *Reports to employees.

RETIREMENT (Cont'd)

5-242
Fiduciary standards and the prudent man rule under the Employment Retirement Income Security Act of 1974. Harvard law review, 88:960-979, March 1975.

Descriptors: *Employee Retirement Income Security Act of 1974 / *Pension funds / Fiduciary standards.

5-243 Ie714 .G79pc
Great Britain. Civil Service Department.
The principal civil service pension scheme, 1974; rules. London, H.M. Stat. Off., 1974. 139p.

Descriptors: *Great Britain civil service / *Retirement benefits / *Pensions / *Retirement--Disability / *Survivor's benefits / *Disability benefits / *Retirement--Early.

5-244 Ie708 .In7p
Institute of Life Insurance.
Pension facts 1974. New York, 1974. 44p.
Glossary p. 33-37.

Descriptors: *Pensions / *Social security--Statistics / *Retirement income / Federal government / State governments / Local government / *Pensions--Bibliography / *Pensions--Statistics.

5-245
Phillips, Susan M.
Potential effects of recent pension legislation. Best's reveiw (life/health insurance ed.), 75:22+, March 1975.

Descriptors: *Employee Retirement Income Security Act of 1974 / *Pensions.

5-246 Ie708 .Un44p. Supp. 1971-74
U.S. Department of Labor.
Pensions and pension plans; selected references 1971-1974. Prepared by the Library. Washington, U.S. Govt. Print. Off., 1974. 73p.

Descriptors: *Social Security--Bibliography / *Pensions--Bibliography / *Pension funds--Bibliography / *Women--Bibliography / Federal government / State governments / Municipal government.

RETIREMENT--PLANNING

5-247 Ie717.5 .C43r
Chicago. Civil Service Commission.
Retirement planning handbook. Prepared by Training Division. Chicago, 1973. 55p.

Descriptors: *Retirement planning--Handbooks, manuals, etc. / *Retirement--Bibliography / *Chicago civil service.

SAFETY

5-248 Ie558 .An2o
Anderson, C. Richard.
OSHA and accident control through training. New York, Industrial Press, 1975. 225p.

Descriptors: *Safety education, Industrial / *Occupational Safety and Health Act of 1970 / *Training methods / *Accidents--Prevention.

5-249

Ettkin, Lawrence P. and J. Brad Chapman.
Is OSHA effective in reducing industrial injuries? Labor law journal, 26:236-242, April 1975.
Survey conducted in the meat and meat products industry in Nebraska shows that application of OSHA standards was a significant factor in reducing frequency of employee injuries.

Descriptors: *Occupational Safety and Health Act of 1970 / *Industrial accidents.

5-250 Ie558.9 .P33o

Peck, Theodore P.
Occupational safety and health; a guide to information sources. Detroit, Gale Research, 1974. 261p. (Management information guide 28)
Partial contents: Federal agencies and programs; State agencies and programs; Professional societies and trade associations; Research programs; Training programs; Media resources; Standards for occupational safety and health: information sources; Safety equipment suppliers; Related legislation and codes; Libraries.

Descriptors: *Safety--Bibliography / *Health, Employee--Bibliography.

5-251

Teplow, Leo.
The regulator and the regulated. Conference board record, 12:26-31, April 1975.

Descriptors: *Occupational Safety and Health Act of 1970 / *Safety / *Health, Employee / *Administrative agencies.

5-252

Zalusky, John.
The worker views the enforcement of safety laws. Labor law journal, 26:224-235, April 1975.
"The weakest point ... is state programs."

Descriptors: *Occupational Safety and Health Act of 1970 / *Safety.

5-253

Zembower, Patrick E.
Occupational safety and health for Federal employees. Civil service journal, 15:21-24, January-March 1975.

Descriptors: *Occupational Safety and Health Act of 1970 / Federal employees / *Safety regulations / *Executive Order 11807.

SCIENTISTS AND ENGINEERS

5-254 Ie53 .En3En3p 1974

Engineering Manpower Commission.
Professional income of engineers, 1974. New York, 1974. 116p.

Descriptors: *Engineers--Pay--Statistics / Surveys / *Supervisors--Pay--Statistics / Industry / Federal employees / State employees / Local officials and employees.

5-255 Ie172 .En3pe

Engineering Manpower Commission.
Prospects of engineering and technology graduates, 1974-1975. New York, 1975. 35p.

Descriptors: *Engineers--Employment--Statistics / *Engineers--Pay--Statistics / *Technicians--Employment--Statistics / *Technicians--Pay--Statistics / *College students--Statistics.

SCIENTISTS AND ENGINEERS (Cont'd)

5-256 Ie172 .En3sw

Engineering Manpower Commission.
Statistics on women and minority students in engineering. New York, 1974. 21p.

Descriptors: *Women engineers--Statistics / *Minority groups--Statistics / College students--Statistics / *Negroes--Engineers--Statistics / *Engineers--Statistics.

5-257

Hall, Douglas T. and Roger Mansfield.
Relationships of age and seniority with career variables of engineers and scientists. Journal of applied psychology, 60:201-210, April 1975.

Descriptors: *Age / *Seniority / Research / *Success (in employment) / *Engineers--Motivation / *Scientists--Motivation / *Job satisfaction.

5-258 Ie172 .P69m

Planning Commission for Expanding Minority Opportunities in Engineering.
Minorities in engineering; a blueprint for action. New York, A.P. Sloan Foundation, 1974. 220p.
Partial contents: Progress of minorities through the educational system; Engineering education and minorities in engineering; Educational goals and measures of progress; Mechanisms for progress; Price tag for progress; Appendix B: Survey of minority engineering programs.

Descriptors: *Minority groups--Career opportunities / *Minority groups--Education / *Engineers--Education.

5-259 Ie172 .Un17i

U.S. Bureau of Labor Statistics.
Impact of Federal pollution control and abatement expenditures on manpower requirements. Washington, U.S. Govt. Print. Off., 1975. 59p. (Bulletin 1836)

Descriptors: *Environmental workers--Statistics / *Research administration / *Scientists--Employment--Statistics / Federal government / Contracts, Government / *Employment forecasting / *Engineers--Employment--Statistics.

SELECTION

5-260

Chapin, Pat.
Massachusetts' new governor introduces merit plan. Judicature, 58:411-412, March 1975.
Creation of an 11-member Judicial Nominating Commission; "merit selection standards adopted by the commission will be made public."

Descriptors: *Judges--Selection / Massachusetts.

5-261 Ie122 .C76d

Connecticut Consortium, Hartford.
Development of valid personnel selection and job restructuring procedures based on job analysis and related training programs. Hartford, 1974. 2v. (IPA grants no. 72-CT-07 & 73-CT-05C)

Descriptors: *Connecticut / Local government / *Test validity / Research / *Firemen--Tests / *Police--Tests / *Office workers--Tests / *Selection / *Job descriptions / *Job design / *Supervisors--Training.

5-262 BF891 .C93h

Currer-Briggs, Noel, Brian Kennett and Jane Paterson.
Handwriting analysis in business; the use of graphology in personnel selection. London, Associated Business Programmes, 1971. 107p.

Descriptors: *Selection / *Graphology.

SELECTION (Cont'd)

5-263

Sharma, Jitendra M. and Harsh Vardhan.
Graphology: what handwriting can tell you about an applicant. Personnel, 52:57-63, March-April 1975.

Descriptors: *Selection / *Graphology.

SUPERVISORS

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Demers, Robert W.
Are you the right "tool"? Supervision, 37:19-20, April 1975.
Changes in role and job satisfaction that accompany promotion to supervisor.

Descriptors: *Supervisors--Attitudes / *Supervisors--Characteristics.

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DiMarco, Nicholas and Susan E. Whitsitt.
A comparison of female supervisors in business and government organizations. Journal of vocational behavior, 6:185-196, April 1975.
"This study will compare perceptions of the organizational structure, life style and interpersonal need orientations, and leadership styles of female supervisors in business and government organizations."

Descriptors: *Women supervisors / Research / *Women--Attitudes / Federal government.

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Pfeffer, Jeffrey and Gerald R. Salancik.
Determinants of supervisory behavior: a role set analysis. Human relations (Gt. Brit.), 28:139-154, March 1975.
Study shows leadership behavior as a characteristic of the social situation, i.e. the supervisor as influenced by the expectations of subordinates and boss.

Descriptors: *Leadership style / *Supervisors / Research / Leader Behavior Description Questionnaire.

5-267

Rosenbaum, Bernard L.
A new approach to changing supervisory behavior. Personnel, 52:37-44, March-April 1975.

Descriptors: *Supervisors--Training / *Supervisors--Attitudes / *Behavior modification.

5-268

Wilbur, L. Perry.
What makes for an ever-stronger supervisor? Supervision, 37:26-27, April 1975.

Descriptors: *Supervisors--Abilities / *Supervisors--Characteristics.

5-269 Tech. Rpts. ED-087-925

Woolsey, James W. and Ronald J. Bula.
Analysis of industrial supervisor tasks in North Central VTAE (Vocational, Technical and Adult Education) District. Washington, Educational Resources Information Center, 1973. 17p.
Performing organization: North Central Technical Institute.

Descriptors: *Supervisors / *Task analysis / Research.

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Worbois, G. M.
Validation of externally developed assessment procedures for identification of supervisory potential. Personnel psychology, 28:77-91, Spring 1975.

Descriptors: *Assessment centers / *Supervisors--Selection / Research.

TESTS

5-271
Muchinsky, Paul M.
Utility of work samples. Personnel journal, 54:218-220, April 1975.
Reports on attempt to develop content valid selection tests for several jobs in the city of Des Moines, Iowa.

Descriptors: *Tests, Performance / *Tests, Performance--Case studies / *Test validity / Equal opportunity in employment.

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U.S. Civil Service Commission.
Computer assisted testing: the calibration and evaluation of the verbal ability bank. Prepared by Vern W. Urry, Bureau of Policies and Standards, Personnel Research and Development Center, Research Section. Washington, 1974. 20p. (Technical study 74-3)

Descriptors: *Tests--Construction / Research.

5-273 Ie221 .Un35v
U.S. Civil Service Commission.
A variation on a derivation by Brogden. Prepared by Vern W. Urry, Bureau of Policies and Standards, Personnel Research and Development Center, Research Section. Washington, 1975. 4p. (Technical note 75-1)

Descriptors: *Tests, mental / Research.

TRAINING

5-274
Adams, Lillian M.
Education for secretaries--more than typing and shorthand. The Secretary, 35:8+, April 1975.
Secretarial/Administrative Development Program offered by IBM at Kingston, N.Y.

Descriptors: *Secretaries / Training methods / *International Business Machines Corporation.

5-275 H61 .G14g
Gaming-simulation: rationale, design, and applications; a text with parallel readings for social scientists, educators, and community workers, ed. by Cathy S. Greenblat and Richard D. Duke. New York, Sage, 1975. 435p.

Descriptors: *Game theory--Addresses, essays, lectures / *Management games--Readings / *Simulation methods--Addresses, essays, lectures / *Social sciences--Simulation methods--Addresses, essays, lectures.

5-276 Ie425.9 .G58s 1973
Golembiewski, Robert T. and Arthur Blumberg.
Sensitivity training and the laboratory approach; readings about concepts and applications. 2d ed. Itasca, Ill., F.E. Peacock, 1973. 589p.

Descriptors: *Sensitivity training--Readings.

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Imberman, A. A.
Foremen training: the deal & the reality. Personnel journal, 54:222-225+, April 1975.

Descriptors: *Foremen / *Supervisors--Training / *Listening.

TRAINING (Cont'd)

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Jones, Gareth N.
Personnel management in the new authorities. London, Local Government Training Board, 1973. 44p. (Reorganization training 4)

Descriptors: *Great Britain / Manpower planning / *Personnel officers--Training / *Personnel administration / *Local government / Change, Organizational.

5-279

Quick, Thomas L.
Putting responsibility for training where it belongs. Personnel, 52:45-51, March-April 1975.

Descriptors: *Training / *Organizational effectiveness / Supervisors--Responsibilities.

5-280

Richardson, Frank D. and David Island.
A model for training workshops and labs. Personnel and guidance journal, 53:592-597, April 1975.

Descriptors: *Counselors--Training / *Training evaluation / *Transfer of training.

5-281 Ie458.9 .Un44a

U.S. Department of Labor.
Apprenticeship in the United States; a bibliography. Prepared by the Library. Washington, U.S. Govt. Print. Off., 1974. 55p.

Descriptors: *Apprenticeship--Bibliography / *Minority groups--Training--Bibliography / *Women--Training--Bibliography / *Disadvantaged--Training--Bibliography.

TRAINING ADMINISTRATION

5-282 Ie418.2 .B81a

Brown, F. Gerald and Kenneth R. Wedel.
Assessing training needs. Washington, National Training and Development Service Press, 1974. 111p.

Descriptors: *Training needs analysis / State governments / Local government / *Training planning / Bibliography.

5-283

Colbourn, Kathy.
Cost reduction. Civil service journal, 15:10-11, January-March 1975.

Descriptors: *Training cost / Federal government / *Cost control.

TRAINING EVALUATION

5-284 LB1028 .An2e

Anderson, Scarvia B., Samuel Ball and Richard T. Murphy.
Encyclopedia of educational evaluation; concepts and techniques for evaluating education and training programs. San Francisco, Jossey-Bass, 1975. 515p.
Contents: Evaluation models; Functions and targets of evaluation; Program objectives and standards; Social context of evaluation; Planning and design; Systems technologies; Variables; Measurement approaches and types; Technical measurement considerations; Reactive concerns; Analysis and interpretation.

Descriptors: *Training evaluation--Encyclopedias and dictionaries / *Educational accountability--Encyclopedias and dictionaries.

TRAINING EVALUATION (Cont'd)

5-285

Cooper, Cary L. and Henry Oddie.
Research questionnaires used in assessing training in social skills: a research note. Journal of management studies (Gt. Brit.), 12:95-108, February 1975.

Descriptors: *Training evaluation / *Questionnaires / Research / *Human relations training.

5-286

McClelland, David C., Stephen Rhinesmith and Richard Kristensen.
The effects of power training on community action agencies. Journal of applied behavioral science, 11:92-115, January-February-March 1975.

Descriptors: *Power (Social sciences) / *Training evaluation / Research / Motivation.

TRAINING METHODS

5-287

Cooper, Cary L.
How psychologically dangerous are T-groups and encounter groups? Human relations, 28:249-260, April 1975.

Descriptors: *Sensitivity training / *Training evaluation.

5-288

Kothare, Umesh.
Biofeedback training: innovation or gimmickry? Canadian personnel, 22:49-52, March 1975.

Descriptors: *Biofeedback training / *Creative thinking.

5-289 Ie458 .T25a 1974

Tennessee Valley Authority.
Administration and standards of apprenticeship of the Tennessee Valley Authority. Knoxville, Tenn., 1974. 36p.

Descriptors: *Apprenticeship / *Tennessee Valley Authority.

5-290

Walter, Gordon A.
Effects of video tape feedback and modeling on the behaviors of task group members. Human relations (Gt. Brit.), 28:121-138, March 1975.

Descriptors: *Training methods / *Video tape recorders and recording / *Behavior modification / *Feedback (Psychology) / Research.

WOMEN--EMPLOYMENT

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Bachtold, Louise M.
Women, eminence, and career-value relationships. Journal of social psychology, 95:187-192, April 1975.

Descriptors: *Women--Employment / *Women--Characteristics / *Women--Professional employees / Work values / Occupations / Research.

5-292

Barcelona, Constance T., Clara C. Lelievre and Thomas W. Lelievre.
Ms. CPA. Journal of college placement, 35:34-40, Spring 1975.

Descriptors: *Accountants--Employment / *Women college graduates / *Women--Career opportunities.

5-293
Braeman, Kathryn M.
Child care: a mandatory or permissive item of bargaining. Labor law journal, 26:250-256, April 1975.

Descriptors: *Day nurseries / *Collective bargaining / *Mothers--Employment / *Unions.

5-294
Brookshire, Michael L. and Howard H. Lumsden.
Women, jobs & mobility. Journal of college placement, 35:75-79, Spring 1975.

Descriptors: *Women college graduates / *Women--Employment / *Labor mobility / *Women--Attitudes / *Women--Attitudes toward / Research.

5-295 Ie154.9 .C33w
Centra, John A.
Women, men and the doctorate. Princeton, N.J., Educational Testing Service, 1974. 214p.
Sponsored by the Graduate Record Examinations Board.

Descriptors: *Women--Employment / Surveys / *Women--Employment--Statistics / *Job satisfaction / *Women professional employees / *Women--Career opportunities / *Women college professors / *Women--Pay / *Women--Discrimination / *Doctor of philosophy degree--Statistics.

5-296 S/I
Grimm, James W. and Robert N. Stern.
Sex roles and internal labor market structures: the "female" semi-professions. Social problems, 21:690-705, June 1974.
Research on men employed in "female" semi-professions.

Descriptors: *Women--Employment / *Labor supply--Research / *Nurses--Employment / *Librarians--Employment / *Social workers--Employment / *Teachers--Employment / *Executives.

5-297
Lehmann, Phyllis.
Women workers: are they special? Job safety & health, 3:4-13, April 1975.

Descriptors: *Health, Employee / *Safety / *Women--Employment.

5-298 Ie154 .M64wp
Milton, Catherine H. and others.
Women in policing; a manual. Washington, Police Foundation, 1974. 1v.

Descriptors: Policewomen / *Personnel administration--Handbooks, manuals, etc. / *Recruitment / *Promotion / *Selection / *Performance evaluation / *Training / *Policewomen--Bibliography / *Police administration--Case studies.

5-299
Moore, Joy and Frank Laverty.
Positive action for integrating women into management. Canadian personnel, 22:15-21, March 1975.

Descriptors: *Women executives / *Women--Career opportunities / *Affirmative action plans.

5-300 Ie154.9 .Oh3d Vol. 3
Ohio State University. Center for Human Resource Research.
Dual careers: a longitudinal study of labor market experience of women, by Carol L. Jusenius and Richard L. Shortlidge, Jr. Columbus, O., Ohio State University, Center for Human Resource Research, 1975. 192p.
Study focuses on changing occupational distribution of women and changing demand for child care facilities.

Descriptors: *Women--Employment / *Day nurseries / *Mothers--Employment / Research.

5-301
Pospisil, Vivian C.
Bluecollar women get organized. Industry week, 185:23-28, April 14, 1975.

Descriptors: *Women--Employment / *Women--Discrimination / *Blue collar workers / *Women--Attitudes / *Unions.

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Pratt, Ann B.
Exploring stereotypes of popular and unpopular occupations among women-in-general. Journal of vocational behavior, 6:145-164, April 1975.

Descriptors: *Women--Attitudes / *Occupations / *Prestige / Research.

5-303
Ritter, Kathleen V. and Lowell L. Hargens.
Occupational positions and class identifications of married working women: a test of the asymmetry hypothesis. American journal of sociology, 80:934-948, January, 1975.
"The results suggest that traditional assumptions that wives derive their class positions and identifications exclusively or predominantly from the occupational positions of their husbands do not hold for working wives."

Descriptors: *Women--Attitudes / *Married women / *Women employees / Research / *Social status.

5-304 Ie154 .R85w
Ruina, Edith.
Women in science and technology. Cambridge, Mass., MIT Press, 1973. 39p.
Report on Workshop on Women in Science and Technology, Massachusetts Institute of Technology, May 21-23, 1973.

Descriptors: *Women engineers / *Women scientists / *Women--Career opportunities / *Technicians / *Women--Counseling.

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Shatto, Gloria.
Women in management. AAUW journal, 68:21-23, April 1975.

Descriptors: *Women--Employment / *Women executives / *Women--Pay / *Women--Career opportunities.

5-306
Slappey, Sterling G.
Women in office: foretaste of the future. Nation's business, 63:26-28+, April 1975.

Descriptors: *Women political executives.

5-307
Sommers, Tish.
The compounding impact of age on sex. Civil rights digest, 7:2-9, Fall 1974.

Descriptors: *Women--Older worker / *Social security / *Women--Discrimination / *Age discrimination.

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5-308
Tangri, Sandra S.
Effects of background, personality, college and post-college experiences on women's postgraduate employment. Washington, U.S. Commission on Civil Rights, 1974. 289p.

Descriptors: *Women--Employment / *Women--Education / *Women--Discrimination / *Women college graduates / *Women--Attitudes--Statistics / Research.

WOMEN--EMPLOYMENT (Cont'd)

5-309
Trotter, Virginia Y.
Women in leadership and decision making. Vital speeches of the day, 41:373-375, April 1, 1974.
Speech delivered before Academic Woman Conference, Kansas State University, Manhattan, Kansas, February 15, 1975.

Descriptors: *Women--Discrimination / *Women--Employment / *Women executives / *Women--Education.

5-310
Weaver, Charles N. and Sandra L. Holmes.
A comparative study of the work satisfaction of females with full-time employment and full-time housekeeping. Journal of applied psychology, 60:117-118, February 1975.

Descriptors: *Women--Employment / *Job satisfaction / *Occupational choice / Research.

5-311
Zimmerman, Diane L.
Geduldig v. Aiello: pregnancy classifications and the definition of sex discrimination. Columbia law review, 75:441-482, March 1975.

Descriptors: *Geduldig v. Aiello / *Pregnancy--Cases / *Sex discrimination--Cases / *Civil Rights Act of 1964 / Equal Rights Amendment / State governments / Laws / *Insurance, Disability--Cases.

YOUTH

5-312
Jyachosky, Barbara and Corinne Kutish.
Pre-engineering co-op. Journal of Navy civilian manpower management, p. 28-33, Spring 1975.
Naval Ship Engineering Center recruits technically oriented disadvantaged 11th grade students; employs them full time in summer and part time during school year.

Descriptors: *Disadvantaged youth--Employment / *Disadvantaged youth--Training / *Work-study programs / *U.S. Department of the Navy.

5-313 Id224 .Un17s 1973
U.S. Bureau of Labor Statistics.
Employment of school-age youth, October 1973. Washington, U.S. Govt. Print. Off., 1974. 1v. (Special labor force report 170).
Reprinted from: Monthly Labor Review, October 1974, p. 66-67, with supplementary tables.
Statistics by age, race, sex, school enrollment, major occupation group, major industry group.

Descriptors: *Youth--Employment--Statistics / *Student employment--Statistics.

5-314
U.S. President, 1974- (Gerald R. Ford)
Federal summer employment program for youth. Weekly compilation of Presidential documents, 11:358, April 14, 1975.

Descriptors: *Youth--Summer employment / *Disadvantaged youth--Employment / *Interns (Civil service)

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